



*Bringing concerned citizens together forming partnerships  
to improve the quality of life  
in Onslow County!*

*Laura Hartman, Executive Director  
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## **BOARD MEMBER POSITION DESCRIPTION**

### **Primary Purpose of Organizational Unit:**

Onslow County CHIP, Inc., d.b.a. Onslow CHIP ("ONSLOW COMMUNITY HEALTH IMPROVEMENT PROCESS") is a 501(c)3, non-profit corporation established by a partnership between Onslow Memorial Hospital and the Onslow County Health Department to bring together concerned citizens, forming partnerships to improve the quality of life in Onslow County. The Board of Directors has established written bylaws with which to conduct business.

### **General information:**

Upon acceptance of a potential member's Citizen Participation Application, the Onslow CHIP Executive Committee in consultation with the Executive Director will make formal recommendation for appointment by the Board of Directors.

### **Orientation:**

Members will receive orientation and a board member manual.

### **Term:**

In accordance with the by-laws, appointments will be made on an annual basis or as applications are received/considered for vacancies or as vacancies occur.

### **Obligation:**

Regular board meetings are held monthly, the second Monday from 4:30 p.m. to 6:00 p.m. Sub-committee meetings are generally held monthly for one hour.

### **Oversight:**

Board members are responsible for establishing the policies of ONSLOW CHIP in human resources, planning, finance, community relations and organizational operations.

Human Resources: Board members have three key responsibilities in this area:

- 1) Board membership, which includes recruiting new board members, recognizing and nurturing existing board members, and providing existing board members with opportunities to grow and develop as leaders;
- 2) Executive Director oversight, which includes hiring, termination, disciplining and ongoing evaluation of the Executive Director;



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- 3) Personnel policies, which includes policies relating to the Executive Director's employment, and ensuring that the Executive Director has complete and up-to-date procedures in place for management of staff.

Planning: Board members have three key responsibilities in this area:

- 1) Establishing and reviewing the policies/mission/philosophy/goals of ONSLOW CHIP.
- 2) Planning which services/programs ONSLOW CHIP provides; and
- 3) Evaluating ONSLOW CHIP services/programs and operations on a regular basis.

Finance: Board members have four key responsibilities in this area:

- 1) Ensuring financial accountability of ONSLOW CHIP;
- 2) Overseeing an ongoing process of budget development, approval and review;
- 3) Raising funds and/or ensuring that adequate funds are available to support the policies and programs of ONSLOW CHIP; and
- 4) Overseeing properties or investments of ONSLOW CHIP.

Community Relations: Board members have three key responsibilities in this area:

- 1) Ensuring that ONSLOW CHIP programs and services appropriately address the needs of those we serve;
- 2) Advocating for ONSLOW CHIP program/services which includes an awareness that board members are always emissaries of ONSLOW CHIP in the community; and
- 3) Cooperative action, which includes determining occasions when ONSLOW CHIP could/should take part in coalitions, joint operations, etc.

Organization Operations: Board members have four key responsibilities in this area:

- 1) Ensuring that ONSLOW CHIP's management systems are adequate and appropriate;
- 2) Ensuring that the board's operations are adequate and appropriate, which includes writing policies for conduct of meetings and operation of board business;
- 3) Ensuring that organizational and legal structure are adequate and appropriate;
- 4) Ensuring that ONSLOW CHIP and its board members meet all applicable legal requirements.



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**Performance expectations for the Board of Directors:**

In performing duties as a member of the Onslow CHIP Board of Directors, every board member is expected to:

- ❖ demonstrate a strong belief and commitment to the mission of ONSLOW CHIP
- ❖ devote the necessary time to prepare for and participate in board and committee meetings
- ❖ exhibit high ethical standards and integrity in all board actions
- ❖ be an enthusiastic advocate for ONSLOW CHIP
- ❖ take responsibility and accountability for ONSLOW CHIP and all decisions made by the board
- ❖ spend the time necessary to learn how to do the job, and maintain an ongoing schedule of in-service to learn how to do the job better
- ❖ demonstrate willingness to work as a team member with other board members, the Executive Director and the community.

**Certification:**

Signatures indicate agreement with all information provided, including designation of essential functions.

I certify that I have reviewed this position description and it is a complete and accurate description of my responsibilities and duties.

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Signature – Board Member Date

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Signature - Board Chairman Date  
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